

Section 4 Add Amendment SCPRS

Procurement Division, DGS
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Amendments

An amendment is a formal modification to a contract. It should contain the same degree of specificity for changes that the original contract contained for the same item. Types of amendments include Standard Agreement Amendments and Purchase Order Changes (POC's).

When you click on the link identified as **Add Amendment** you see the Add Amendment Menu Search screen shown below. *Please be aware that you are only allowed to add amendments to your own department/agency's contracts unless you have special privileges.* If you are a DGS Procurement Professional User, or have other viewing rights, refer to the Users Manual written specifically for those who are not End Users.

Note: Once the system has been in operation and has stored a large volume of data that is multi-year, a search capability for date ranges will be added to allow the user to search more efficiently.

Procurement DGS

My CA

Add Amendment Menu Search

To search for a contract select options below and click on the search button. This will provide you a list of Contracts that criteria.

Select the type of search you want to run

Search Now

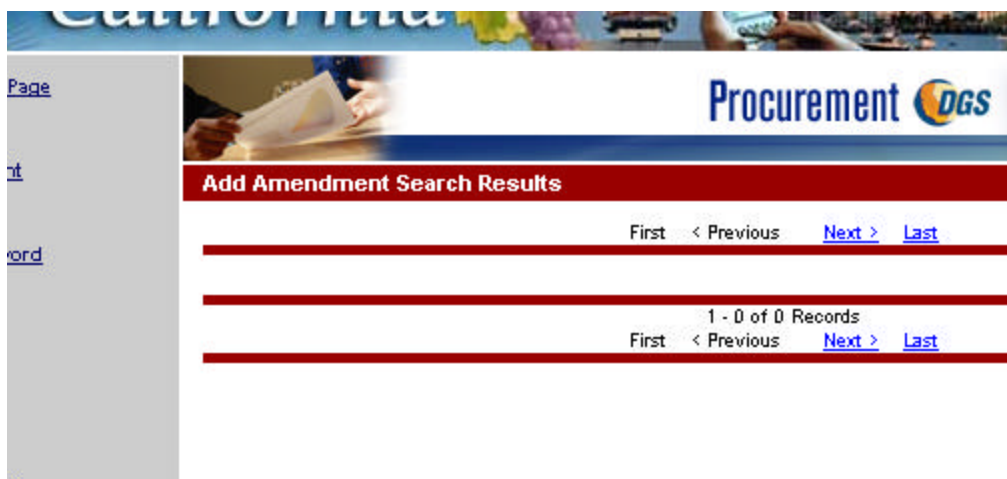
- Don't Specify (Find All Contracts)
- Search by Contract Registration Number
- Search by Description
- Search by Contractor Name
- Search by Contract Type
- Search by Contract Method
- Search by Dept. Contract/PO Number

The drop down box on this screen offers a number of search options to locate contracts previously entered into the SCPRS. Once an item is selected from the drop down box, another entry box will appear for the user to enter specific information for that type of search.

1. *Don't Specify (Find All Contracts)* is the default selection. If you click on the gray **Search Now** all contracts for your department will appear.
2. *Search by Contract Registration Number.* A new screen with an empty box for the Contract Number will appear as seen below.



Enter any part of the SCPRS Contract Registration Number into the empty box. Click on the gray **Search Now** button. This is the unique number assigned by the SCPRS when a contract is first entered. A part of the number, such as 4-digit organization code type or a 4-digit date will return those contracts that match. (See Section 3 of the Users Guide for more information on the SCPRS contract registration number.) If the number is invalid as shown in the example below, the SCPRS shows you a screen that states that no records were found for the number you entered i.e., 1 - 0 out of 0 Records. Click on the browser's gray **Back** button to try again.



3. Select *Search by Description* and enter into the new box a word or phrase that is part of the description entered when the original contract was first added to the SCPRS. Click on the gray **Search Now** button.
4. Select *Search by Contractor Name* and enter part of or the entire contractor's name in the new box. This search is not case sensitive and 'MARTIN' will be found as easily as 'martin', but be sure to include blank spaces, periods or commas if the Contractor Name includes them. Click on the gray **Search Now** button.
5. Select *Search by Contract Type* and from the new drop down box that appears select one of the *Contract Types* as shown in the following screen. Click on the gray **Search Now** button.
6. Select *Search by Contract Method* and from the new drop down box that appears select one of the *Contract Methods*. Click on the gray **Search Now** button.
7. Select *Search by Dept. Contract/PO Number* and enter part of or the entire contract/PO number into the new box that appears. Click on the gray **Search Now** button.

Search Results

If your search identified contracts in the system, the screen below appears and lists pertinent information for each match. Once you have identified the contract to be amended, click on the registration number (in blue) on the first line of contract information (see screen above). This link takes you to the **Add Amendment** page for that contract.

The screenshot shows a web page titled "Add Amendment Search Results" with a red header. Below the header is a navigation bar with links: "First", "< Previous", "1 | 2 | 3", "Next >", and "Last". In the top right corner, there is a link for "Printable Version". The main content area lists four contracts, each starting with a blue registration number. A callout box points to the first registration number, stating: "The SCPRS Registration Number is the link to the contract's detailed information."

Registration Number	Contractor Name	Dept. Contract No./P.O. No.	Description	Amount
176006031281	NEARLY LANDSCAPE INC	3062098	LANDSCAPE MAINTAINENCE SAN FRANCISCO CIVIC CENTER COMPLEX (402) 455 GOLDEN GATE AVENUE, SAN FRANCISCO, CA 94102	\$27,900.00
176006031278	Zakskom Construction Co	3060705	Monterey Area Office, CHP S	\$5,031,000.00
176006031277	Cora Constructors	3060697	Above Ground Tank Installation, Barstow, Corona	\$426,000.00
176006031276	Northern Sierra Construction, Inc.	3059698		

The contract list can be printed as seen above by using your browser or if you click on the link in the top right corner named [Printable Version](#) you can print a list without all the web site frames and colors.

Each listed contract includes the following pieces of information:

SCPRS Registration No.	Generated by SCPRS and created when the contract is first entered into SCPRS.
Contract Name	Provided by the user.
Dept. Contract No./P.O. No.	Provided by the user.
Description	Provided by the user.
Amount	This is the initial contract amount and does NOT include any amended dollars.

The **Add Amendment** screen is shown below.

Changing Previously Entered Data

Many of the boxes on the **Add Amendment** page already contain information that was entered when the original contract was added to the system. Some of the boxes allow changes to this earlier data and some do not. If you need to edit or change data of a previously entered contract or earlier amendment, you **must contact SCPRS staff** who will do it for you. Go to the [Request Corrections/Feedback](#) link at the left of the screen in the gray area.

If the screen permits you to change data from that entered in the original contract, the original contract data will not change. Only the data of that particular amendment will show the changed information. When additional amendments are added, the default data for all new amendments will always be that of the last amendment.

Public Works Contract Type and Change Orders

A Change Order is a written order issued by the State which is used to determine adjustments in the contract based on 1) a change in the work, 2) the amount of the adjustment in the Contract amount, and 3) the extent of the adjustment in contract time. All information that is changed as a result of Change Orders should be reflected in SCPRS. Due to the nature and number of Change Orders, they may be put in batches

and entered into the system with cumulative and/or final changes to reflect the current status of the contract at the time of entry. Batched means that more than one Change Order may be combined together and entered into the SCPRS as a single amendment.

Note: Change Orders may be batched and entered weekly/monthly/quarterly at the discretion of the entering state agency. Each batch entry made into the system must reflect the numbering sequence or other identifiers of each Change Order in the ***Description of Goods/Services*** field.

The **SCPRS amendment number for Public Works contracts will not** reflect the actual numbers on change orders and amendments. The primary purpose in this version of the SCPRS is to capture significant information, such as dollars, scope or schedule adjustments, for change orders and amendments. More specific registration numbering for Public Works contracts will be addressed in future versions of the system.

[Go to Section 4a to continue the **Add Amendment** part of the User Manual](#)